# Advanced and Customized Net Conference Cisco WebEx Productivity Tools

**To utilize your WebEx Net Conferencing Service from applications you use every day:**

You can install WebEx Productivity Tools to start or join meetings instantly using One-Click, Microsoft Office, Web browsers, Microsoft Outlook, IBM Lotus Notes, and instant messengers; or to schedule meetings using Microsoft Outlook or IBM Lotus Notes, without going to your WebEx service site. After you install WebEx Productivity Tools, you can log in and set options for your WebEx account, set meeting options for instant meetings and scheduled meetings, set preferences for the One-Click panel, and select which Productivity Tools you will use with WebEx.

This user guide is intended to instruct you on how to download and use Productivity Tools. The Productivity Tools Plug-In provides you with the ability to schedule your Net Conferences (including audio integration) from applications you use every day. This guide is to be used to supplement the Cisco WebEx user guides. Please refer to the **WebEx One-Click User Guide** for more details.

**Note:** Please follow the instructions in the Advanced and Customized Net Conference User Guide to establish your Advanced and/or Customized Net Conference subscription in order to schedule and conduct net conferences from Manage My Meetings or your WebEx homepage.

Once WebEx Productivity Tools have been downloaded, the WebEx One-Click panel and Productivity Tool shortcuts are installed on your computer. The WebEx One-Click panel allows you to do the following:

- Start a One-Click Meeting and invite attendees to the meeting at the same time.
- Join an in-progress meeting hosted on your WebEx service website.
- Edit the settings for your One-Click Meeting.
- Quickly obtain your attendees' or hosts' email addresses from the integration with Microsoft Outlook or IBM Lotus Notes.
- Quickly go to your WebEx service website to start a scheduled meeting or schedule a meeting.

The Productivity shortcuts allow you to start a One-Click Meeting from the following:

- The shortcut (right-click) menu for the One-Click taskbar icon
- Microsoft Outlook and IBM Lotus Notes
- Instant messengers such as AOL Instant Messenger (AIM), Google Talk, Lotus Notes SameTime, Skype, Windows Messenger, Yahoo Messenger, and Microsoft Lync Communicator
- Your Web browser (Microsoft Internet Explorer and Firefox only)
- Microsoft Office applications such as Excel, PowerPoint and Word

**Productivity Tools Download:**

Before installing WebEx Productivity Tools, ensure that your computer meets the following minimum system requirements:

- Microsoft Windows XP, 2003, Vista, 7 & 8
- Microsoft Internet Explorer 6.0 SP1 or 7.0, or Firefox 3.0 or later
- Intel x86 (Pentium 400MHZ +) or compatible processor
- JavaScript and cookies enabled in the browser

**Note:** The WebEx integration for IBM Lotus Notes is included in the WebEx Productivity Tools installation or download only if your site administrator has turned on the Lotus Notes option for the site.

To install the Productivity Tools software please, following these instructions:

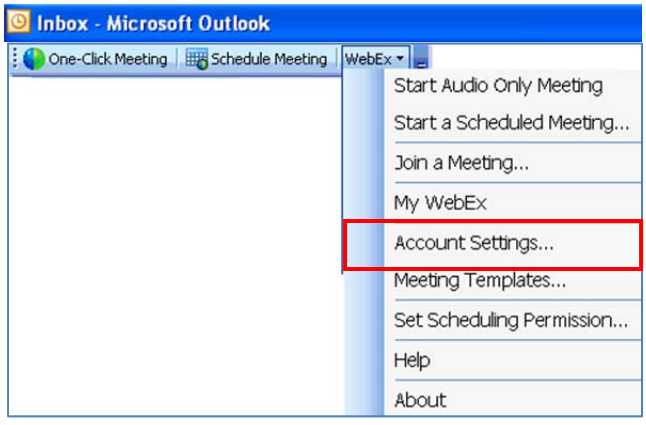
- Go to: **https://www.mymeetings.com/**
- Go to **Leader Tools** and click on the **Net Conferencing Plug-Ins** in the drop down menu
- Down load the **Download Productivity Tools** Plug-In:
  - Click on **Run** and follow the instructions
  - After the installation is complete, WebEx integration options appear in Microsoft Outlook allowing you to quickly schedule an online meeting.

The following table describes the WebEx Integration toolbar buttons.

| Button | Description |
|---|---|
| **One-Click Meeting** | Starts a One-Click meeting. A One-Click meeting is an instant meeting that you can start at any time, without having to schedule the meeting in advance. For details, refer to the *One-Click User's Guide* on your WebEx service Web site. You can specify options for instant meetings on the Instant Meetings tab of the WebEx Settings dialog box |
| **Schedule Meeting** | Clicking this button opens the Outlook Appointment window, which contains Integration to Outlook options for scheduling an online meeting. You can specify options for scheduled meetings on the **Scheduled Meetings** tab of the WebEx Settings dialog box.<br>**Note:** the Meeting window in Outlook also contains the WebEx integration options. |
| **WebEx Settings** | Clicking this button opens a menu that provides the following options:<br><br>**My WebEx**—Lets you access My WebEx, in which you can manage your account information and the meetings that you scheduled, on your WebEx service Web site. For details about My WebEx, refer to the online Help on your site.<br><br>**Account Settings**—Opens the **Account** tab of the WebEx Settings dialog box and lets you specify your WebEx user account information—that is, the URL of your WebEx service Web site and your user name and password. You can also specify additional options in the WebEx Settings dialog box, such as options for instant meetings and scheduled meetings.<br><br>**Meeting Templates**—Lets you view templates that you or your site administrator saved on your WebEx service Web site. The templates contain meeting settings. You can select the template that meets your needs. Meeting templates are available only if site administration settings allow hosts to use templates for Outlook.<br><br>**Set Scheduling Permission**—Opens the My WebEx Profile page on which you can assign a delegate to schedule or edit meetings on your behalf.<br><br>**Help**—Lets you look up instructions for using WebEx Integration to Outlook.<br><br>**About**—Lets you view the version number and license and patent information about WebEx Integration to Outlook. |

## Productivity Tools Setup

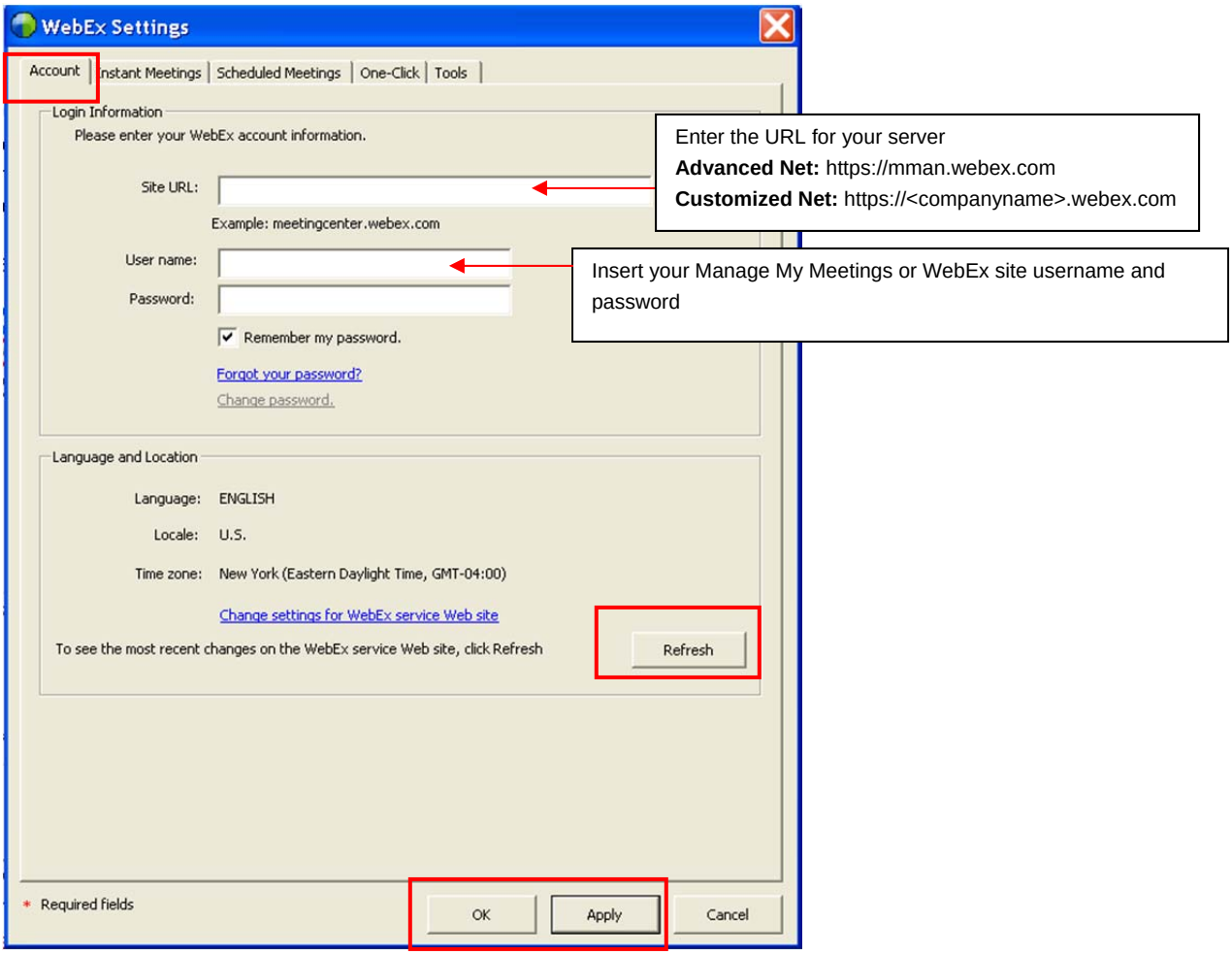
- Go to your Microsoft Outlook page
  - Under the **WebEx** drop down menu, go to **Account Settings**



## Account

Account options allow you to log in to your WebEx service site with your user name and password.

- Go to the **Account** tab within the **WebEx Account Settings** options
- Insert the URL for your Advanced Net or Customized Net conference server in the **Site URL** field.
- Enter your **Manage My Meetings** username and password
- Click **Remember my password.** This will store the user name and password you entered so that you do not need to enter your user name and site URL next time you log in.
- **Language.** Verify the language that is currently selected for your WebEx service site.
- **Locale**. Verify the country or locale that is currently selected for your WebEx service site.
- **Time Zone**. Verify the time zone that is currently selected for your WebEx service site.
- **Change settings for WebEx service site.** Open the **My WebEx > My Profile** page on your WebEx service site, and make changes to your profile.
- **Refresh**. Refresh the WebEx Settings dialog box with the most recent settings from the WebEx service site. If you have already setup your preferred settings on your Advanced or Customized Net WebEx site, those settings will populate the WebEx Settings within the Productivity Tools.
- Click **Apply** and then **OK**.

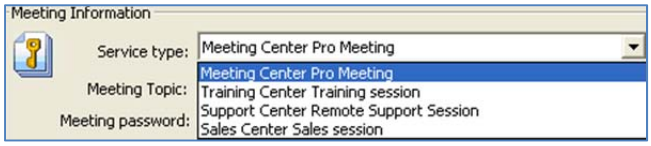


**Instant Meetings**:

Instant meeting options s affect meetings started instantly from the One-Click panel, Microsoft Office, browsers, instant messengers, right-click menus, and from Microsoft Outlook or IBM Lotus Notes.

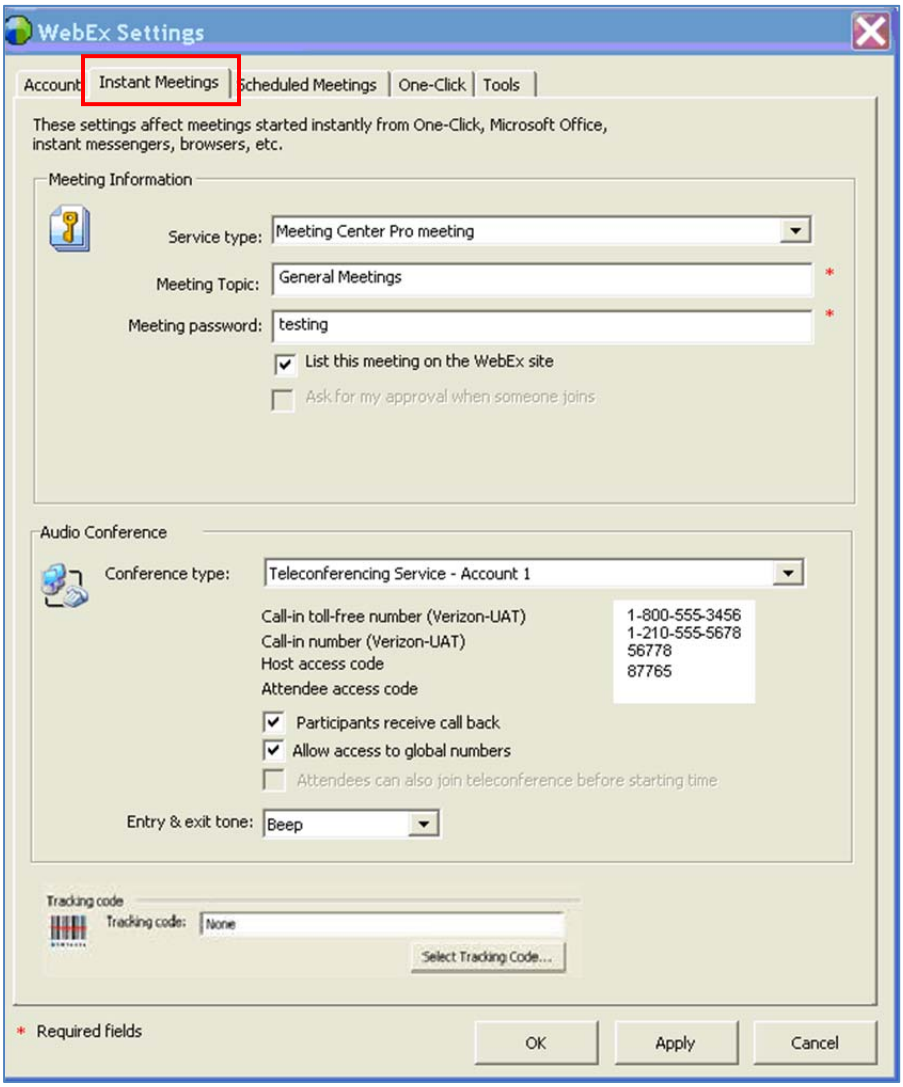
- **Instant Meeting** options affect meetings started instantly from the One-Click panel, Microsoft Office, browsers, instant messengers, right-click menus, and from Microsoft Outlook or IBM Lotus Notes.

- **Service type** - Select the service type for your Instant Meetings from the drop down menu




- **Meeting Topic** and **Meeting Password** are required fields.

- **Audio Conference:**
  - Your Audio Conference information will pre-populate once you have set it up in **My Audio** on the WebEx homepage.
  - Select **Conference Type** from the drop down menu
  - Leader may select to have **Participants receive a call back**
  - Leader may select to **Allow access to global numbers**

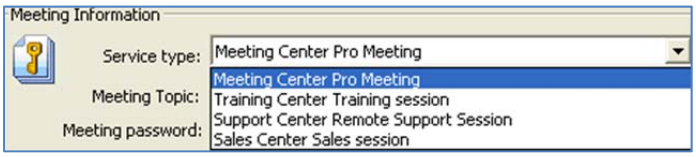


**Scheduled Meetings:**

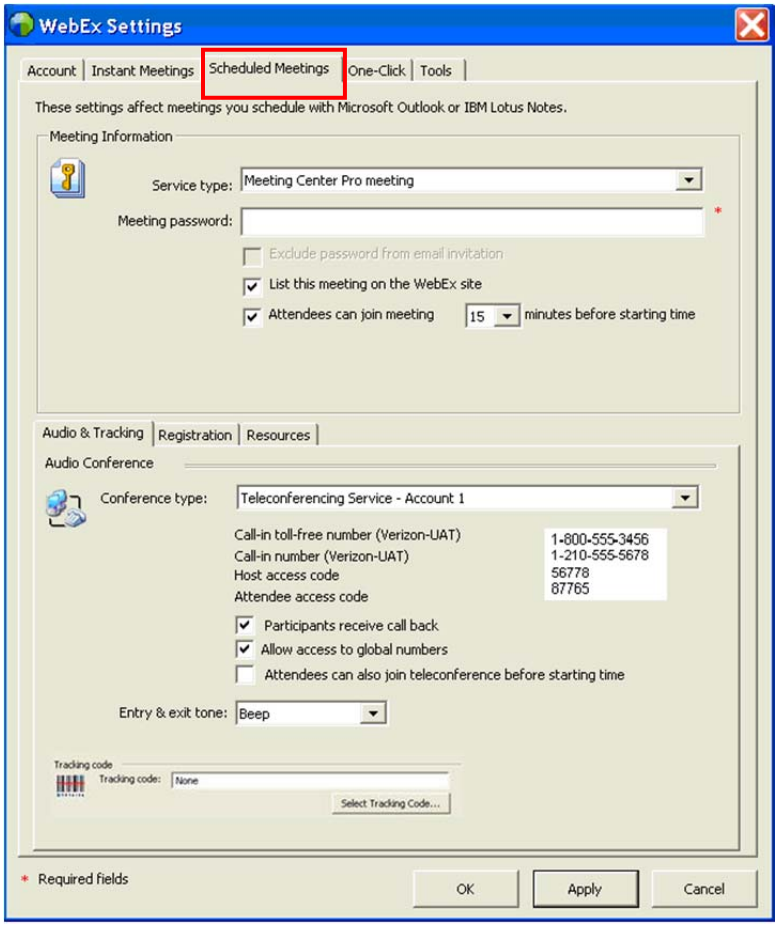
Scheduled meeting options affect meetings scheduled from Microsoft Office or IBM Lotus Notes.

- **Scheduled Meetings** options affect meetings from Microsoft Office or IBM Lotus Notes.

- **Service type** - Select the service type for your Scheduled Meetings from the drop down menu. This option lists only the session types available for your site and user account.




- **Meeting password.** Require participants to enter the password you set to join your meeting. Your site may require that all passwords comply with security criteria, such as a minimum length and a minimum number of letters, numbers or special characters.
  - **Exclude password from email invitation.** Exclude the meeting password from the email message that is sent to everyone who is invited to your meeting.
  - **List this meeting on the WebEx site.** Include this meeting in the meeting calendars on the WebEx service site. Available for meetings, sales meetings, events, and training sessions only.
- **Audio Conference**:
  - Your Audio Conference information will pre-populate once you have set it up in **My Audio** on the WebEx homepage.
  - Leader may select to have **Participants receive a call back**
  - Leader may select **Allow access to global numbers**
  - Leader may select Attendees can also join teleconference before starting time
  - **Tracking Code -** The Leader may enter their Tracking Code for billing purposes. Identify your department, project, or other information that your organization wants to associate with your meetings.
- **Registration** – Leader may select options that affect how attendee registrations are approved
- **Resources** – Leader may select options that control how resources are used in meetings. (Info tab and presentation plays prior to host joining)



**One Click:**

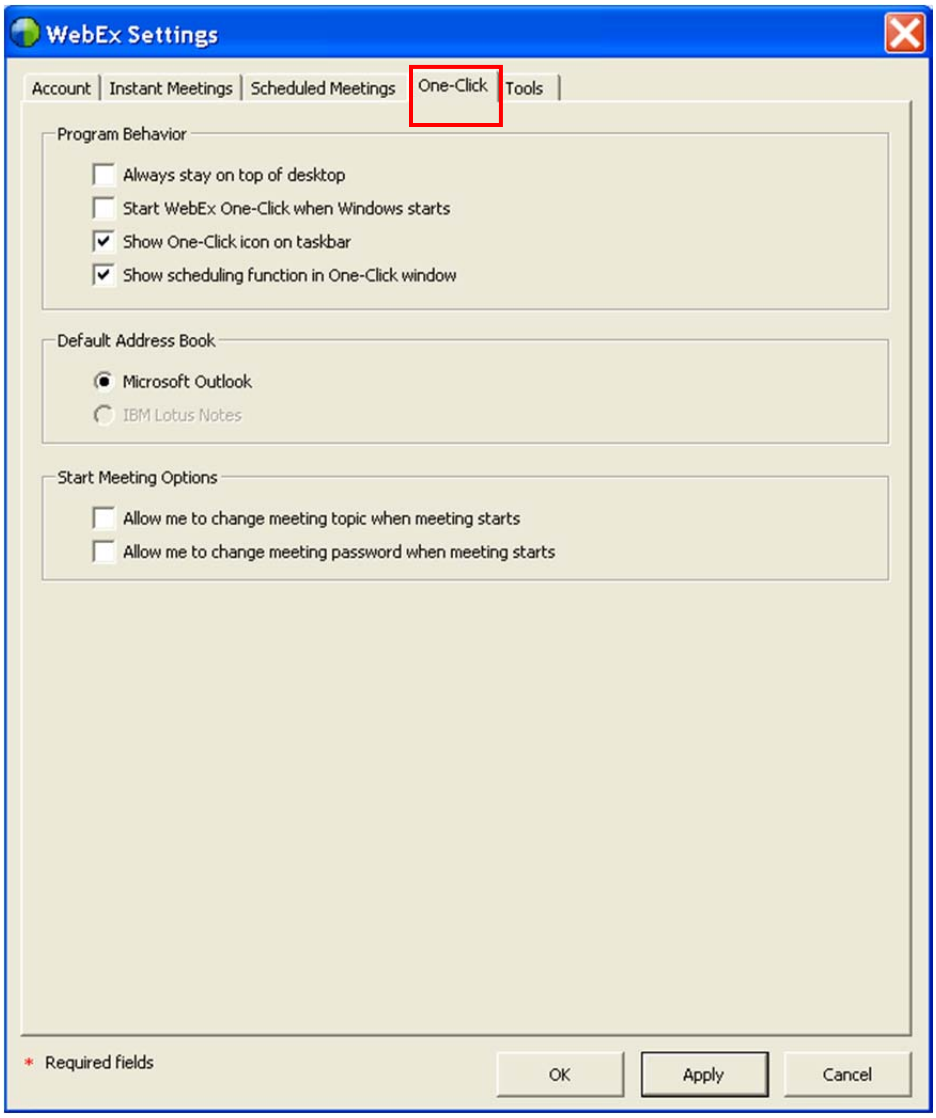
One-Click options affect the features of the One-Click panel.

- **One-Click** options affect the features of the One-Click panel

- **Program Behavior:** (select )
  - Always stays on top of every application open on your computer
  - Start One-Click with Windows
  - Show One-click on taskbar
  - Show scheduling function – Start Scheduled Meeting and Schedule Meeting

- **Default Address Book:**
  - Select an email and scheduling program for a default address book – either Microsoft Outlook or IBM Lotus Notes.
  - Select the email program you wish to obtain your contacts' email addresses. Clicking on the WebEx One-Click panel opens an address book from the email program you select here.

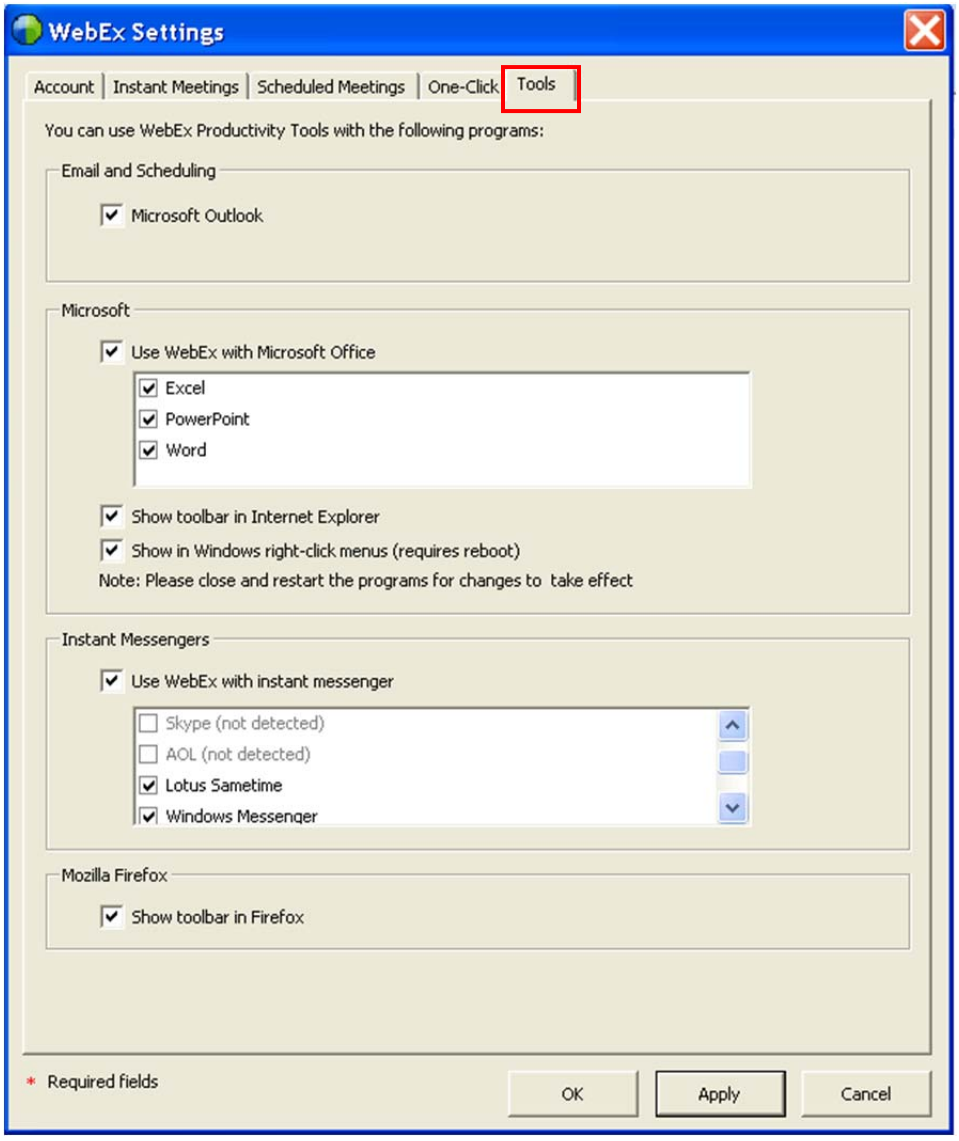
- **Start Meeting Options:**
  - Select **Allow me to change meeting topic when meeting starts**
  - Select **Allow me to change meeting password when meeting starts**



**Tools:**

Tools options determine which programs include WebEx integrations and shortcuts.

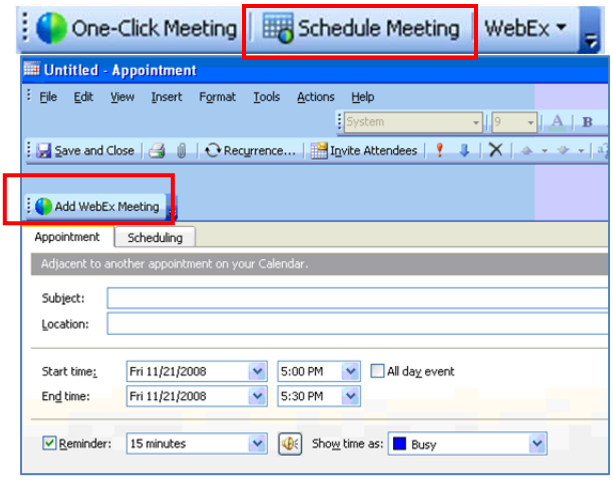
- **Tools options determine which programs include WebEx integrations and shortcuts**
- **Email and Scheduling using Microsoft Outlook or IBM Lotus Notes.** Show WebEx buttons and commands for scheduling meetings or starting One-Click meetings with Microsoft Outlook or IBM Lotus Notes using the contacts and calendar from Microsoft Outlook.
- **Microsoft applications to be used with One-Click:** Show WebEx buttons for starting a One-Click meeting and automatically sharing a selected file or document from the following Microsoft Office applications:
  - Excel, PowerPoint, Word
  - Internet Explorer
  - Windows right-click menus (requires reboot)
- **Show button in Internet Explorer.** Show a WebEx button that allows you to start One-Click meetings from the Microsoft Internet Explorer toolbar.
- **Show in Windows right-click menus (requires reboot).** Show a WebEx command that allows you to start a One-Click meeting and automatically share a selected file or document from the right-click shortcut windows available in Windows Explorer.
- **Instant Messengers to be used with One-Click.** Shows WebEx buttons and commands that allow you to start a One-Click meeting from an instant messenger. You can select one or more of the following instant messengers:
  - AOL Instant Messenger (AIM), Google Talk, Lotus Notes SameTime, Skype, Windows Messenger, Yahoo Messenger, and Microsoft Lync Communicator
- **Show button in Firefox.** Shows a WebEx button that allows you to start instant meetings from the Firefox toolbar.



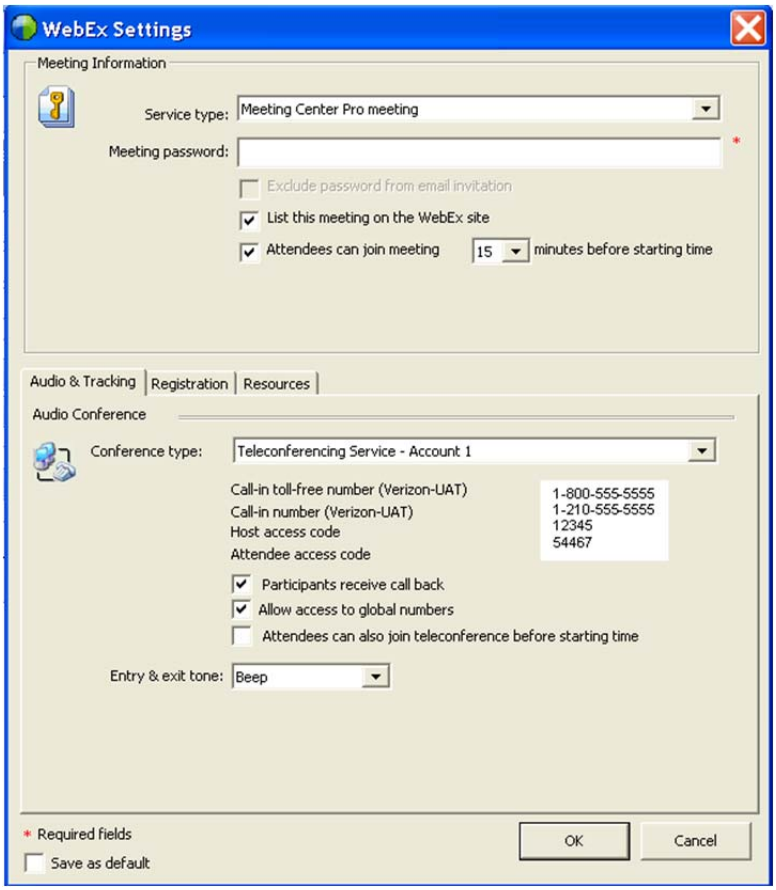
## Scheduling a Meeting from the Productivity Tools

You may begin scheduling meetings via the Outlook toolbar.

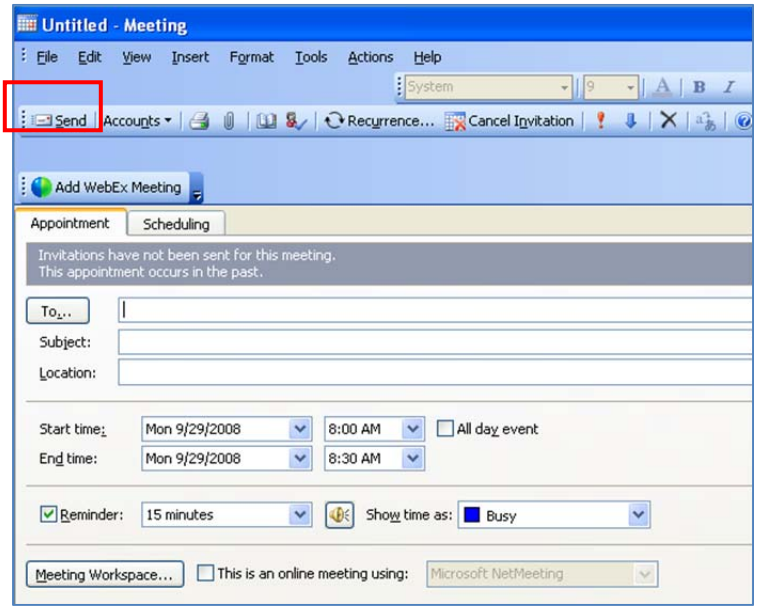
- To do this, simply click: **Schedule Meeting**
- Click **Add WebEx Meeting**




- The **WebEx Settings** box will appear and your Manage My Meetings defaults will appear
- Select the **Service type**
- Enter the **Meeting password** (required)
- Change any defaults for this specific meeting (if applicable)
- Click **OK**



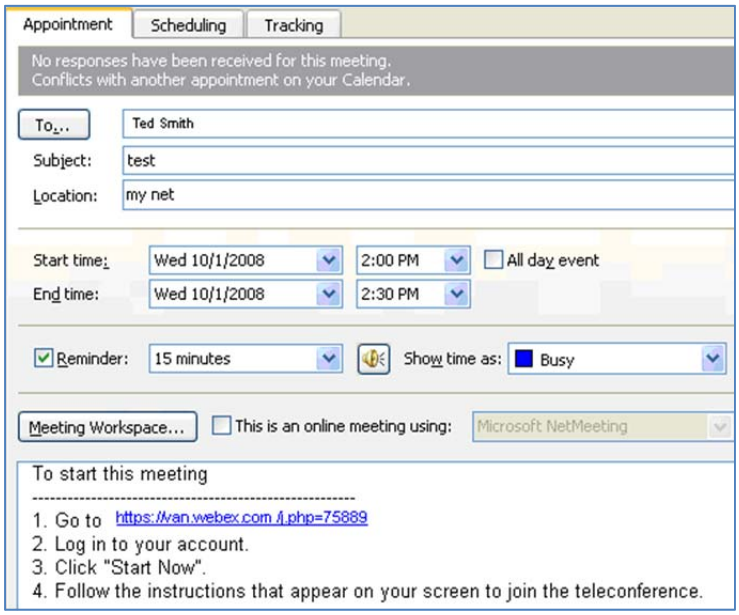
- This will bring you back to the meeting invitation.
- Complete the **To, Subject and Location** lines
- Click **Send**.
- This will contact your WebEx Service Web Site, add the scheduled meeting to your Outlook calendar and to your list of Meetings on your **My WebEx** Meetings page and send your meeting invitation to your participants.




## Launch your Meeting

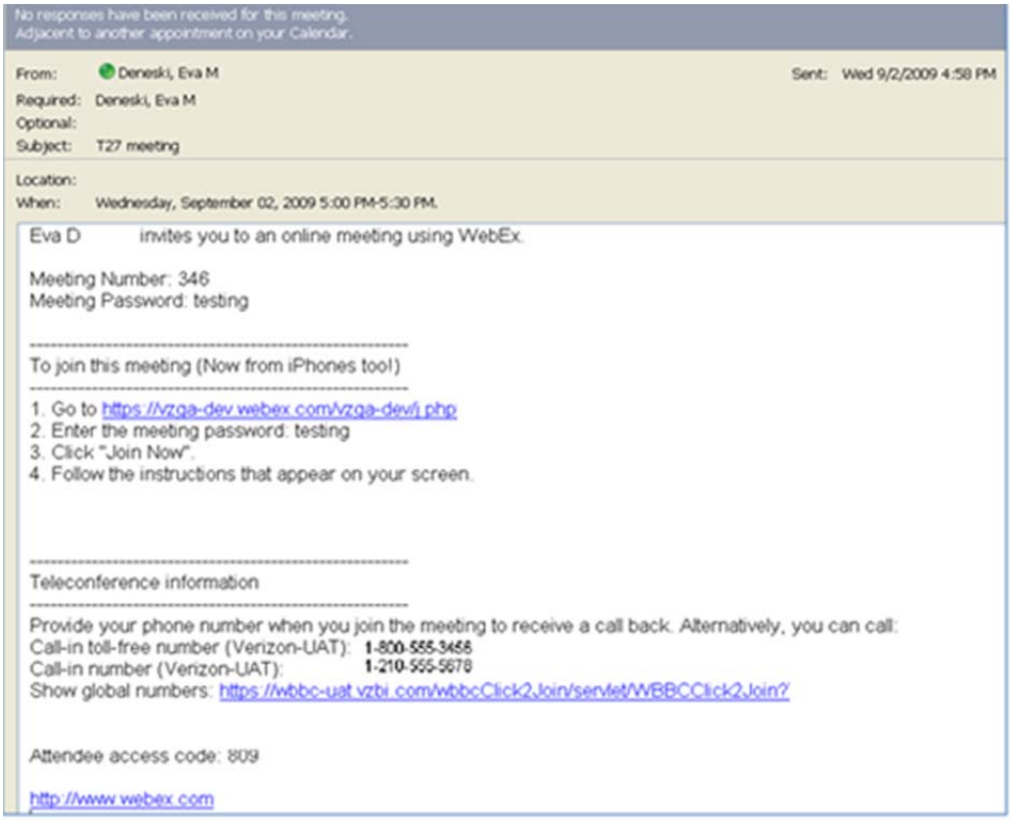
**To launch your Net Conference,** simply click the Meeting Reminder that has populated in your Outlook Calendar

- Click the link located under **To start this meeting** and Login to your account
- Click **Start Now** and your meeting will be launched.



## Join a Meeting (participants)

- Click the link located under **To join this meeting** and Enter the meeting password
- Click **Join Now** and the meeting will be launched


No responses have been received for this meeting.
Adjacent to another appointment on your Calendar.
From: Deneski, Eva M
Sent: Wed 9/2/2009 4:58 PM
Required: Deneski, Eva M
Optional:
Subject: T27 meeting
Location:
When: Wednesday, September 02, 2009 5:00 PM-5:30 PM.
Eva D invites you to an online meeting using WebEx.
Meeting Number: 346
Meeting Password: testing
To join this meeting (Now from iPhones too!)
1. Go to https://vzga-dev.webex.com/vzga-dev/j.php
2. Enter the meeting password: testing
3. Click "Join Now".
4. Follow the instructions that appear on your screen.
Teleconference information
Provide your phone number when you join the meeting to receive a call back. Alternatively, you can call:
Call-in toll-free number (Verizon-UAT): 1-800-555-3456
Call-in number (Verizon-UAT): 1-210-555-5678
Show global numbers: https://wbbc-uat.vzbi.com/wbbcClick2Join/servlet/WBBCClick2Join?
Attendee access code: 809
http://www.webex.com

## Quick Tips for Presenting

- Upload the slides in advance
- Rehearse the presentation
- Have an agenda and checklist
- Conduct the meeting in a quiet place
- Use a headset to keep your hands free
- Use polls to engage your attendees
- Use the Q&A tool to allow attendees to submit questions to maximize interaction
- Use the annotation tools to enhance the presentation

### Contact Us

If you would like technical assistance with Net Conferencing, please contact us at https://www.mymeetings.com/custom/res/content/resNumbers.php. Our e-mail address is nettech@verizon.com.

© 2013 Verizon. All Rights Reserved. 10/13
The Verizon name and logo and all other names, logos, and slogans identifying Verizon's products and services are trademarks and service marks or registered trademarks and service marks of Verizon Trademark Services LLC or its affiliates in the United States and/or other countries. Microsoft, Windows and Internet Explorer are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks and service marks are the property of their respective owners.